LAKE ELSINORE UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Paraeducator III – Special Education (Physical Disabilities)	**REPORTS**:	Director, Special Education/ Designee
DEPARTMENT:	Student Support Services	**CLASSIFICATION:**	Classified
FLSA:	Non-Exempt	**WORK YEAR:**	205 Days
ISSUED:	06/27/2018	**SALARY RANGE:**	**25**

Job Purpose Statement/s: The job of "Paraeducator III – Special Education (Physical Disabilities)" is done for the purpose/s of assisting (under direct supervision) in the supervision and instruction of special education students; supporting teachers with the educational and physical needs of students; and assisting students by providing for specialized health care needs. Position will also support District extended year school programs.

Distinguishing Characteristics: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements. Incumbents are distinguished from classification of Paraeducator I and Paraeducator II in their assignment to assist students in special programs, including, but not limited to, for instruction of students with identified disabilities who require daily physical and behavioral assistance in one or more areas:

* Diapering
* Toileting including wiping, cleaning up of bodily fluids and female needs assistance
* G-tube feeding
* Hand feeding
* Suctioning
* Catheterization
* Use of specialized equipment, lifts, transfers and repositioning
* Emergency medication administration
* Ostomy care
* Tracheotomy suctioning (3 inches)
* Seizure care
* Other procedures which are necessary to enable a student to attend school as prescribed by physician
* Implementation of Intensive Behavior Intervention Programs for identified special education students

Essential Job Functions:
The duties listed below are typical for positions in the class collectively but no one position will necessarily include all these duties.

1. **Assists** a certificated teacher or teachers in classroom operation, including the implementation of Individual Education Plan (IEP) goals related to the level of achievement for a student or group of students with cognitive, emotional, physical, or learning disabilities. (E)

2. **Understand** medical terminology as related to identified disability, ability to read about and understand multiple disabilities and how they affect students functioning daily, and use with students. (E)
3. **Maintain** student medi-cal logs and observation data based on student need and maintain diapering and toileting schedules and logs based on student need. (E)
4. **Observation** of medical conditions and act on symptoms to maintain student safety. Communicate with teacher about changes of status. (E)
5. **Maintain** equipment necessary for student needs to ensure proper use/cleanliness and IEP goals. (E)
6. **Assists** in the supervision of students to maintain an effective learning environment, noting and assessing behavioral and physical difficulties observed and assisting in discipline and care within a framework of well-established policies and procedures, including a Positive Behavior Intervention Plan (PBIP). (E)
7. **Prepares** instructional materials and equipment for use in classroom activities; prepares copies and gathers appropriate resource information, materials and equipment as assigned. (E)
8. **Provides** teaching staff and school administrators with relevant feedback and information on student progress through observation, daily contact and the maintenance of accurate student progress records. (E)
9. **Assists** with administering and correcting tests, daily assignments and homework, etc.
10. **Assists** in establishing and maintain informational and operational records in files; reports and tracks student progress as related to assignment. (E)
11. **Monitors** and assists students while using equipment, including computers, printers, iPad, and any assistive technology. (E)
12. **Monitors** inventory of student's health supplies. (E)
13. **Oversees** and supervises students during classroom activities, on campus/play fields, in library and on field trips. (E)
14. **Receives** on-going coaching and feedback to support tutoring students individually or in small groups to reinforce drill practice and study activities and to follow-up on learning activities.
15. **May** assist students in self-contained instructional settings as well as assist and track progress for individual students in core academic subjects as required. (E)
16. **Participates** in various District meetings and trainings for sharing information and/or improving one's skills/knowledge. Be trained in CPR, behavioral supports, safe lifting skills and a variety of safe practices required to support the health needs of students and safety of staff every two years or as needed. (E)
17. **Performs** other related duties as required.

JOB REQUIREMENTS - QUALIFICATIONS:

Skills, Knowledge and/or Abilities Required:

Skills to:
Perform basic clerical functions, perform basic arithmetic calculations, operate standard office equipment, communicate clearly and concisely in both oral and written forms; use correct grammar, punctuation and spelling. Provide for specialized health care needs of students daily.

Knowledge of:
The principles of child development, instructional processes; general purposes and goals of public education; student testing and testing procedures.

Ability to:
Understand and support students with special needs, understand and carry out oral and written instructions, maintain confidentiality of student records, meet schedules and deadlines, read/interpret/apply rules, regulations, and policies. Utilize a variety of instructional media, office machines and equipment.

EDUCATION REQUIRED:
High School diploma or equivalent. District training will be provided based upon assignment as needed.

EXPERIENCE REQUIRED:
One year of paid or volunteer experience working with children identified with unique needs. Training and experience in Intensive Behavior Instruction or Discrete Trial training is preferred.

LICENSE REQUIRED:
Itinerant assignments shall be required to possess and maintain a valid California Driver's license and remain insurable at the District's standard insurance market rate. Current DMV report.

LICENSES, CERTIFICATIONS, AND TESTING REQUIRED:
Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Pass the District's adopted Proficiency Examination with a satisfactory score. Possession of valid California Driver's License or State Identification. First Aid and Cardiopulmonary Resuscitation Certificates are required.

SUMMARY OF PHYSICAL DEMANDS RATINGS

JOB TITLE: Paraeducator III – Special Education

The following analysis entails an evaluation of the "Physical Demands" factors of the job, as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

Rating Symbol Key:

NP = Not Present - Does not exist
O = Occasionally - Up to 1/3 of the time
F = Frequently - From 1/3 to 2/3 of the time
C = Constantly - 2/3 or more of the time
S = Sometimes

1.	STRENGTH:		
	A. Standing	33.3%	
	Walking	33.3%	
	Sitting	33.4%	
	B. Lifting	0	30 lbs
	Carrying	0	30 lbs.
	Pushing	0	30 lbs.
	Pulling	0	30 lbs.
2.	CLIMBING	0	
	BALANCING	0	
3.	STOOPING	F	
	KNEELING	F	
	CROUCHING	F	
	Other	0	
	CRAWLING	S	
4.	REACHING	F	
	HANDLING	F	
	FINGERING	0	
	FEELING	S	
5.	TALKING:		
	Ordinary	F	
	HEARING:		
	Conversations	F	
	Other Sounds	0	
6.	SEEING		
	Acuity, Near	F	
	Acuity, Far	F	
	Depth Perception	F	
	Accommodation	F	
	Color Vision	0	
	Field of Vision	F	

7. PHYSICAL DEMANDS RATING SUMMARY: Medium Work: 2 (3) (4) (5) (6) (DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parenthesis)

8. PHYSICAL DEMAND COMMENTS: Examples of stooping/crouching is adjusting to height of students; assisting with adaptive equipment, reaching/handling is instructional materials, wheelchairs, adaptive equipment; talking/hearing is presenting information, listening to students; seeing is observing classroom, record keeping.

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

JOB TITLE: Paraeducator III - Special Education

The following analysis represents evaluation of the surroundings in which the job is performed. Environmental Conditions must by definition be specific and related to the job.

Key to Environmental Factors Rating:
NP = Not Present in the Job Environment
S = Seldom - Under 5% of Work Day
O = Occasionally - Up to 1/3 Time
F = Frequently - From 1/3 to 2/3 Time
C = Constantly - 2/3 or More Time.

1. ENVIRONMENT:
   Inside 80% Outside 20%

Comments Regarding "Inside/Outside work site location" = Classroom/playground

2. EXTREME COLD S

3. EXTREME HEAT S

4. WET/HUMID O

Comments Regarding "Wet and/or Humid Conditions" = Water cleaning items

5. NOISE (IN DECIBELS)80 decibels
   VIBRATION NP

Comments Regarding "Noise" = Children, bells, school yard. Fire alarm may exceed this value.

6. HAZARDS:
   - Mechanical S
   - Explosives NP
   - Electrical NP
   - Radiant Energy NP
   - Burns NP
   - Other Hazard/s O

Comments Regarding "Mechanical Hazards" = Staples; wheelchair spokes; flu, colds and other contagions
Comments Regarding "Other " = Flu, colds and other contagions

7. ATMOSPHERIC CONDITIONS:
   - Fumes NP
   - Mists NP
   - Odors O
   - Gases NP
   - Dusts O
   - Poor Ventilation NP
   - Other Atmospheric Hazards NP

Comments Regarding "Odor Exposure" = Body waste, body odors
Comments Regarding "Dust Exposure" = Dirt, chalk, sand

8. PROTECTIVE CLOTHING - DEVICES: Latex gloves, back belt (SED)

9. E. C. SUMMARY: Inside and Outside Work 2 3 4 5 6 7 Numbers encircled by () indicate significant involvement of factors enumerated and rated above.